GENERAL GUIDELINES

1. Records must be the work of the 4-H member!
2. Records should be neat. Pen or pencil is acceptable. Neatness is the highest priority. The 4-H story may be copied in or double spaced to make it easier to read. Try to use the same color ink each year: blue or black.
3. Earlier records should not be redone unless badly soiled, lost, or destroyed. Members who did not keep records in earlier years may summarize previous years in the 4-H story. Include what you remember on permanent and project records.
4. A supplemental Permanent Record may be picked up at the Extension office if the sections on the original are full. Do not use a second Permanent Record.
5. Each activity/event should be entered only once on the Permanent Record. See Permanent Record section for exceptions.
6. Keep records current, write down everything right after it happens so you don’t forget anything.
7. Records should be complete and up to the date when they are turned in. You may include your activities which members have registered to participate in at this year’s fair.
8. Complete and close yearly records on September 30 (after county and state fairs).
9. Keep records accurate; try to put everything you do in 4-H in its proper place so it doesn’t have to be changed later.
10. Competitive records should not include registration or pedigree papers, fair ribbons, newspaper clippings or other scrapbook items. Members may wish to compile a “memory book” for these items to keep them all together for reference when applying for state and national awards.
11. Do not throw away any project records from past years. (see Order to Assemble 4-H Records). Keep current year and last year project records in record book and others in the memory book.
12. Make sure records are signed by the 4-H leader where required.
13. Use clearly labeled dividers to separate the major sections (see Order to Assemble 4-H Records).
ORDER TO ASSEMBLE 4-H RECORDS

1. Cover
2. Identification Page
3. Permanent Record (divider tab)
4. 4-H Story – current year, followed by previous year (divider tab)
5. Junior or Teen Leader Record – current & previous year (divider tab)
6. Project Record – current & previous year (divider tab for each project)
   (Project Record forms should include)
   Special project forms including production, performance, market animal, lactation
   Advancement/Enrichment program
   REPEAT 6 FOR EACH ADDITIONAL PROJECT
7. Photographs – current year – one page (one side of page) is allowed for each project area.
   Photographs are optional, however a total of 5 points may be allowed if record book is being
   decided for champion placing.
RECORDS REQUIRED FOR INDIVIDUAL CATEGORIES

FOOD PREPARATION PROJECTS
4-H Permanent Record, 4-H Story, 4-H Foods, 4-H Foods Advancement Record

CLOTHING PROJECTS
4-H Permanent Record, 4-H Story, 4-H Clothing Record, 4-H Clothing Advancement Record

FOOD PRESERVATION
4-H Permanent Record, 4-H Story, 4-H Food Preservation Record

MARKET ANIMALS
4-H Permanent Record, 4-H Story, 4-H Animal Science Record (need one for all market animals, per species exhibited at Fair*, 4-H Feed and Growth Record (one for each market animal), 4-H Animal Science Advancement

BREEDING ANIMALS
4-H Permanent Record, 4-H Story, 4-H Animal Science Record, 4-H Breeding records – appropriate for project, 4-H Animal Science Advancement

HORSE
4-H Permanent Record, 4-H Story, 4-H Horse Record, 4-H Horse Advancement (Ranch Horse projects should include the Ranch Horse workbook)

RANCH HORSE
4-H Permanent Record, 4-H Story, 4-H Horse Record, Ranch Horse workbook

The following projects use a generic project record:
FIBER ARTS
4-H Permanent Record, 4-H Story, 4-H Record

CRAFT PROJECTS
4-H Permanent Record, 4-H Story, 4-H Record

OUTDOOR ADVENTURES
4-H Permanent Record, 4-H Story, 4-H Record

If you are taking breeding AND market animals, you need an animal science record for the market animals, and another one for the breeding animals.
COVER

Records are to be enclosed in a green “Member’s Record” binder (you can purchase one at the Extension office), or other appropriate flat binder. Do not use a three ring binder.

The member’s name, address and other information requested on the cover should be filled in on the binder.

IDENTIFICATION PAGE

This page identifies the member, division, grade completed, year in 4-H, projects, clubs and leader’s signature. This page will be replaced each year.

Members may use the Identification Page form available at the Extension office or make their own using all of the information required for the page.

List each project area on a separate line and indicate the club name and the year (1,2,3,etc.) for each project. The leader’s signature indicates that the record is complete and accurate to the best of their knowledge.

A current photo of the member may be attached to the bottom of the page. The photo is optional.